



DEPARTMENT OF THE NAVY

NAVAL MEDICAL CENTER
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2197

IN REPLY REFER TO:

6110

Memo 01/70-008

31 May 07

MEMORANDUM

From: Deputy Commander, Naval Medical Center, Portsmouth
To: Naval Medical Center, Portsmouth, Directors and Senior
Enlisted Leaders

Subj: ADMINISTRATIVE ACTION FOR 3 TIME PFA FAILURES IN A 4 YEAR
PERIOD

Ref: (a) OPNAVINST 6110.1H
(b) MILPERSMAN 1910-170
(c) NAVMED Policy: 06-006 dtd 1 Jun 2006

Encl: (1) Officer Progression waiver format
(2) Enlisted Progression waiver format
(3) Officer Readiness waiver format
(4) Enlisted Readiness waiver format
(5) Navy Medicine East PFA waiver for Readiness worksheet

1. To establish responsibility and guidelines for submission of Administrative Separation Packages (ADSEP), or initiation of progression and readiness waiver requests. NMCP Deputy Commander has final approval for all progression waivers. Navy Medicine East is authority approval for all readiness waivers.

Progression/Readiness Waivers

2. The process involved in completing the progression/readiness waiver is as follows:

a. Upon completion of the PFA Cycle, the Command Fitness Leader (CFL) will provide a list of all staff members who have 3 or more failures in a 4-year period and will route to appropriate DIR/SELs via email.

"FIRST AND FINEST"

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b. DIR/SEL's will review the list of 3 or more failures and identify members for whom readiness or progression waivers will be submitted. All waivers must be initiated within 14 days of closing of the PFA cycle. Each Directorate will be required to complete the appropriate paperwork outlined in enclosures (1) thru (4) and route through to the Deputy Commander for signature. Once signed by the Deputy Commander, all waiver requests will be returned to the CFL for tracking. Requests for readiness waivers will be routed for review by NAVMED EAST. Requests for progression waivers will be routed to the Deputy Commander for final decision authority. The decision authority must determine final disposition within 28 days of receipt of waiver request.

c. DIR/SEL's will be required to complete the Navy Medicine East PFA Waiver Readiness Worksheet (Encl 5) for all Readiness Waivers, and return to the CFL in order to route proper paperwork to the Deputy Commander for consideration.

d. Upon return of waiver from approving authority the CFL will provide a copy to the appropriate DIR/SEL's for all approved/disapproved waivers.

Administrative Separation Packages (ADSEP)

3. The CFL will generate ADSEP Packages on those remaining personnel not recommended for either a progression/readiness waiver. For these personnel the DIR/SEL's will be required to provide copies of any/all Page 13's, and evaluations indicating previous PFA failures to the CFL to support the ADSEP Package.

4. The CFL Office will deliver the completed ADSEP Packages to NMCP Staff Judge Advocate's Office for processing.


B. GILLINGHAM
Deputy

00 Jun 07

From: Director, Clinical Support Services
To: Commander, Naval Medical Center Portsmouth
Via: Deputy Commander, Naval Medical Center Portsmouth

Subj: REQUEST FOR PROGRESSION WAIVER ICO LT JOHN J. SMITH, USN,
123-45-6789

Ref: (a) OPNAVINST 6110.1H
(b) OPNAVINST 6110.1H CHANGE TRANSMITTAL 1

Encl: (1) PRIMS Report ICO LT John J. Smith

1. Per references (a) and (b), request progress waiver in case Of LT John J. Smith, USN, 123-45-6789/2900.

2. Member does not yet meet standards but is demonstrating consistent improvement. Member has three (3) Physical Fitness Assessment (PFA) failures in most recent four (4) year period; however, he passed both the Body Composition Assessment (BCA) and Physical Readiness Test (PRT) portions of both the Fall 2005 and Spring 2006 PFA cycle. Member is compliant/not compliant with the Command Fitness Enhancement Program (FEP)

3. Request member be allowed to remain on active duty and Participate in the Spring 2007 PFA cycle.

J. SMITH

Enclosure (1)

00 Jun 07

From: Senior Enlisted Leader, Clinical Support Services
To: Commander, Naval Medical Center Portsmouth
Via: (1) Director, Clinical Support Services
(2) Command Master Chief
(3) Deputy Commander

Subj: REQUEST FOR PROGRESSION WAIVER ICO HM3 JOHN J. DOE, USN,
123-45-6789

Ref: (a) OPNAVINST 6110.1H
(b) OPNAVINST 6110.1H CHANGE TRANSMITTAL 1

Encl: (1) PRIMS Report ICO HM3 John J. Doe

1. Per references (a) and (b), request progress waiver in case of HM3 John J. Doe, USN, 123-45-6789.

2. Member does not yet meet standards but is demonstrating consistent improvement. Member has three (3) Physical Fitness Assessment (PFA) failures in most recent four (4) year period; However, he passed both the Body Composition Assessment (BCA) and Physical Readiness Test (PRT) portions of both the Fall 2005 and Spring 2006 PFA cycle. Member is compliant/not compliant with the Command Fitness Enhancement Program (FEP)

3. Request member be allowed to remain on active duty and Participate in the Spring 2007 PFA cycle.

J. SMITH

Enclosure (2)

00 Jun 07

From: Director, Clinical Support Services
To: Commander, Naval Medical Center Portsmouth
Via: Deputy Commander

Subj: REQUEST READINESS WAIVER ICO LCDR JOHN J. DOE, USN,
123-45-6789/2900.

Ref: (a) OPNAVIST 6110.1H
(b) OPNAVINT 6110.1H CHANGE TRANSMITTAL 1

Encl: (1) PRIMS Report ICO LCDR John J. Doe

1. Per references (a) and (b), request Readiness waiver in case of LCDR John J. Doe, USN, 123-45-6789.
2. Statement describing how member's loss will be detrimental to unit, Fleet or community.
3. Request member be allowed to remain on active duty and participate in the Spring 2007 PFA cycle.

J. SMITH

Enclosure (3)

00 Jun 07

From: Senior Enlisted Leader, Clinical Support Services
To: Commander, Naval Medical Center Portsmouth
Via: (1) Director, Clinical Support Services
(2) Command Master Chief
(3) Deputy Commander

Subj: REQUEST READINESS WAIVER ICO HM3 JOHN J. DOE, USN,
123-45-6789

Ref: (a) OPNAVIST 6110.1H
(b) OPNAVINT 6110.1H CHANGE TRANSMITTAL 1

Encl: (1) PRIMS Report ICO HM3 John J. Doe

1. Per references (a) and (b), request Readiness waiver in case of HM3 John J. Doe, USN, 123-45-6789.
2. Statement describing how member's loss will be detrimental to unit, Fleet or community.
3. Request member be allowed to remain on active duty and participate in the Spring 2007 PFA cycle.

J. SMITH

ENCLOSURE (4)

NAVY MEDICINE EAST
PFA WAIVER FOR READINESS WORKSHEET

Date NME Received: _____

Date NME Returned: _____

To be filled out by the Command: (Attach a copy of PRIMS Print-out and FEP REPORT)

Name: _____ Rank/Rate: _____ Corps: _____
Specialty/NEC: _____
PFA Cycle (Spring/Fall/Year): _____ Enrolled in FEP (Yes/No): _____
#PRT Failed in last 4 years: _____ #BCA Failed in last 4 years: _____
Length of Military Service Served: _____
Has OBLISERV for training (Yes/No): _____ If yes, specify date: _____

To be filled out by NME:

BUPERS Contact Name: _____ Date of contact: _____

Community Manager's/Detailer's Remarks:

Review's Remarks:

Reviewer's Recommendation:

☐ Approve

☐ Disapprove

COS Concur/Do not concur

Reviewer's Name/Signature/Date

Chief of Staff's Signature/Date